

SECRET

DPD-4225-59

22 June 1959

MEMORANDUM FOR: Assistant for Staff Support
Clandestine Services, Personnel Division

SUBJECT : Change of Service Designation

1. When the service designations were assigned to the various positions on the Development Projects Division Table of Organization the Housing Management Officer GS-09 position number 254 and the Housing Management Assistant GS-07 position number 255 were given SL designations.

2. We have found out that the SL designation was made in error due to the fact that the Office of Logistics does not assign the Housing Management Officer due to the small number of housing units involved at our [redacted] We therefore cannot look to the Office of Logistics to service those positions.

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3. We would like these positions given D designations with a title of Administrative Assistant carrying the same grades. We know from experience that an Administrative Assistant can handle the housing work involved as well as assist in other administrative work required.

SIGNED

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[redacted]
Chief, Personnel Section
DPD-ED/P

Distribution:

OAL - Addressee

- 1 - Pers/DPD (T/O)
- 1 - Pers/DPD (Helen)
- 1 - Chrono

[redacted] :ntg
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